

## Bond Act Grant Recipient Submittal Checklist

### Construction Documents Detail Checklist

**For CSL Use:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Project Number: \_\_\_\_\_

SUBMITTAL REQUIREMENTS		Grant Recipient Use		State Library Use		NOTES	
		Included in Submittal?		Received in Submittal?			
		YES	NO	YES	NO		
<b>Four (4) Sets of Plans &amp; Specifications</b> <i>Section 16-703 (b)(1), p. 4</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>One (1) Copy of All Supporting Documents Required</b> <i>Section 16-703 (b)(2), p. 4</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>OLC Comments from Design Development drawings incorporated into submittal?</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1	<b>Complete Set of Construction Documents</b> <i>Section 16-703, (j)(1), p. 7</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	All drawings required for bid package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	All specifications required for bid package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Structural calculations in accordance with the Building Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Energy load calculations in accordance with the Building Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Contract language and all other documentation required as part of the bid package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	All building systems delineated fully to illustrate their scope and functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>Final Detailed Construction Cost Estimate</b> <i>Section 16-703, (j)(2), p. 7</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Summary of the Cost Estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Prepared in CSI format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Individual line items, unit costs (materials, labor, and equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Quantities and total quantity costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Sales tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	General contractor's construction indirects (general conditions, overhead and profit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Subcontractor's mark-ups listed separately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project's building costs listed separately from site and utilities costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		